



Team Administrator Checklist

1. Download and review the *Player Registration Checklist* and make sure you have all the materials required to register each player. You may want to bring copies of some of the forms to the team meeting just in case.
2. Review the information on your team's league site to be sure you know all the deadlines for registering the team. Note that if your team is playing in the *Buckeye Premier League* and any other league, you must register with the BPYSL first.
3. Download the *BSA Celtic Liability Release Form* and bring it to your first team meeting for everybody to sign.
4. Download the *Coach's Commitment Letter*, *Notice to Volunteers*, and the *USYSA Registration Form for Coaches* (all on the *Coaches* web page) and bring 3 copies of each form to the first team meeting. Have the coaches fill out and sign the forms. They will forget to bring them so that is why you need to do it.
5. It is recommended that you purchase a 3-ring binder to keep all the player registration materials.
 - a. Put the official roster in a plastic sheet and into the binder.
 - b. For each player, put a copy of the birth certificate, the notarized *Medical Release Form*, the parent commitment letter, the player commitment letter, and the *USYSA Player Registration Form* in a plastic sheet and into the binder. Keep the *USYSA Registration Form* and the notarized *Medical Release Form* on the outside because you will need to show those two forms when you register your team for tournaments.
 - c. For each coach, put a copy of the *USYSA Coach's Registration Form*, the *Coach's Commitment Letter*, and the *Notice to Volunteers* in a plastic sheet and into the binder. Coaches must also fill out any *Risk Management* forms as required.
 - d. Get a ring for the player cards so you can clip them into the binder.
6. At the team meeting, be sure to cover the following:
 - a. Get all signatures on the *BSA Celtic Liability Release Form*.
 - b. Make sure all players and coaches have turned in all required registration materials.
 - c. Find out what tournaments the team will be attending. The early tournaments have registration deadlines in early July (as early as July 4) so you may need to begin the tournament registration process soon.
7. If needed, complete any team order forms for uniforms or spiritwear and submit them as soon as possible. You may need to have your coach assign numbers for each player. Have each parent write a check to the Team Administrator, Uniform Coordinator, or whoever is handling the uniform/spiritwear orders for your team. Complete the *Team Uniform Order Form* and email the file to Robin Najarian, the *BSA Celtic Uniform Coordinator* at robinnaaja@earthlink.net. Send a copy of the order with a single check for your team's order made out to *BSA Celtic* via U.S. Mail to Robin Najarian, 2418 National Rd., Fairborn, OH 45324-2010. Questions? Call Robin Najarian at 371-6989.
8. Prepare a team roster from the *Tryout Database* and distribute to team.
9. Use roster information to register team with league and begin registration as soon as possible.
10. Question? Contact John Westerkamp at John.Westerkamp@ieee.org.

Thank you for volunteering with the BSA Celtic!

